

To : District Court Registry  
(Attn: Ms. Lisa Yuen)  
6/F, Wanchai Law Court, Wanchai Tower  
No.12 Harbour Road, Hong Kong

**Re: Post Boxes at the Family Court Registry**

We, \_\_\_\_\_ (name of firm), hereby authorise  
Mr. \_\_\_\_\_, our employee, to collect a key to a post box at  
the Family Court Registry. We undertake to return the key to the Family Court upon written  
request and to pay the actual costs for a replacement if the key is lost.

\_\_\_\_\_  
Signature with Firm's chop

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

I \_\_\_\_\_ hereby acknowledge receipt of a key to post box  
No. \_\_\_\_\_ at the Family Court Registry.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date